

MONTANA FISH, WILDLIFE & PARKS

INTERN PROGRAM ANNOUNCEMENT

EMPLOYER: Montana Fish, Wildlife & Parks

CONTACT PERSON'S NAME/TITLE: Laurie Wolf, Education Program Manager

ADDRESS: 1420 E. 6th Ave.

CITY: Helena

STATE: MT

ZIP: 59601

PHONE: 444-9945

EMAIL ADDRESS: lwolf@mt.gov

DATE OF ANNOUNCEMENT: Friday, January 11, 2019

APPLICATION DEADLINE: Friday, February 8, 2019 at 5:00 PM (postmarked)

****STUDENTS MUST BE CURRENTLY ENROLLED IN A UNIVERSITY/COLLEGE****

POSITION TITLE: Conservation Education Intern

OF POSITIONS: 1

LOCATION(S): Helena

WORK START/END DATES: May 13th - August 16th (start and end dates are flexible and we are willing to work around school schedules)

HOURS/WEEK: 40 hours; 8-5 PM Monday - Friday and some evenings and weekends.

TRAINING/ORIENTATION DATES: May 13th - May 24th

COMPENSATION (PAY, PER DIEM, HOUSING, VEHICLE, ETC): \$12.00/hour. A state vehicle will be provided for the intern for any outreach education programs they have to present at. If unavailable, mileage compensation will be given to the intern for personal vehicle use and food allowances will be provided when intern is in the field away from the regular assigned duty station. Department uniform and Workers Compensation insurance will also be provided.

POSITION DESCRIPTION:

75% of the intern's time will be spent working for the MT WILD Education Center. These duties will include teaching conservation education and outdoor recreation programs for school aged children and adults. Topics historically have related to natural resources conservation, Montana fish and wildlife, and outdoor recreation (archery, fishing, and kayaking). Programs will be held in an outdoor setting at Spring Meadow Lake State Park and Montana WILD (fwp.mt.gov/education/MTWild). Occasionally, the intern will do an outreach program offsite.

In addition, the intern will assist at the front desk providing visitors with positive learning experiences, answering phones, intake of injured and orphaned wildlife, promoting programs (flyers, social media, and press releases), and registering class participants.

25% of the intern's time will be spent working for FWP's Boating Safety Program (housed in the MT WILD Education Center). These duties will include assisting with planning and implementing the 2019 Paddlefest event in Helena, MT, conducting weekly inventory of life jacket loaner stations and monitoring life jacket wear rates at Spring Meadow Lake state park and others around Helena area, and assisting with researching classroom-based boating education classes. Additional duties may be assigned, including assisting with Becoming an Outdoors Women events as needed.

The intern will, also, be given an opportunity to work on a project with the expectation that it will be completed at the end of their internship.

SKILLS, ABILITIES, KNOWLEDGE NEEDED (EDUCATION; UNDERGRAD/GRAD LEVEL, SUGGESTED/REQUIRED MAJORS):

Completion of sophomore year in an undergraduate program. Major or minor in environmental/outdoor education, interpretation, biology, anthrozoology, botany, fish and wildlife, forestry, MT natural and cultural history, environmental studies, natural resources management or related fields. Courses in education, interpretation, public speaking or mass communications is preferred.

Experience presenting to small and/or large groups. Previous experience working with youth and delivering (presenting) outdoor recreation or conservation education programs and educating youth and/or adult. At the minimum, the intern must possess a level of comfort and confidence working with the public and presenting to groups.

Must possess a willingness to learn about Montana Department of Fish, Wildlife & Parks and acquire a level of comfort in handling the public's questions about the department.

Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Interns may be towing an education trailer as long as the gross combination weight does not exceed 26,000 pounds.

APPLICATION MATERIALS/PROCEDURES (RESUME, COVER LETTER, REFERENCES, ETC.):

By mail or email, send cover letter, resume, listing of three professional references, and school transcripts (unofficial OK) to:

MT Fish, Wildlife and Parks
Laurie Wolf, Montana Wild- Education Program Manager
1420 E. 6th Street
Helena, MT 59601

Email: lwolf@mt.gov

We will set up initial phone interviews for out-of-state applicants and in-state applicants that live further than a 2 hour drive.

Applicants selected for an interview will be required to do a 10-15 minute interpretive talk on fish or wildlife during the interview.

ADDITIONAL INFORMATION: (HOUSING OF ANY KIND PROVIDED OR POSSIBLY AVAILABLE I.E. TRAILER, FREE CAMP SPOT, BASEMENT APARTMENT, EXTRA SLEEPING ROOM, ETC.)

Unfortunately, we cannot provide housing.

